



U.S. REPRESENTATIVE RUSH HOLT
12th Congressional District, New Jersey

**UNITED STATES SERVICE
ACADEMY NOMINATIONS**

**INFORMATION PACKET 2013-2014,
CLASS OF 2018**

Representative Rush Holt
50 Washington Road
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GENERAL INFORMATION

Representative Holt's nominees for appointment to the military service academies are selected on a competitive basis, using criteria determined by the academies to be indicative of a candidate's potential for success as a cadet or midshipman. There are thousands of applicants for each available place in the academies. Therefore, in addition to seeking a nomination from Representative Holt, you are urged to apply to every nomination that your eligibility allows (i.e., Senatorial, Presidential, Vice Presidential, Children of Deceased or Disabled Veterans, etc.). You may find other sources of Service Academy nominations listed in the table on page 4.

Each Congressional Office uses a selection process that is designed to meet its own needs and standards. The different procedures are often confusing to applicants who apply to more than one office. You can avoid misunderstandings by carefully studying and following the instructions of each office. If you have questions, please call Representative Holt's District Office at 609-750-9365 and ask for Scotia MacRae or e-mail her at scotia.macrae@mail.house.gov.

The information required in order for you to be considered as an applicant is outlined in subsequent pages. It is **YOUR** responsibility to submit this information as it becomes available and to **keep it updated**. The deadline for receipt of information in Representative Holt's office is 6 p.m. on **October 1, 2013**. Candidates whose files are incomplete after that time may not be considered.

Please give careful thought to your first choice of an academy. Second choices can be considered only in the event that there are not enough qualified candidates in an academy category to fill a slate of nominees. First-choice designations may be changed at any time before the interviews by Representative Holt's Academy Board.

Send all information to:

**Representative Rush Holt
Service Academy Nominations
50 Washington Road
West Windsor, NJ 08550-1031
www.holt.house.gov**

REQUIREMENTS

1. **Residency:** The applicant must be a legal resident of the 12th Congressional District in 2012. New Jersey Congressional Districts changed on January 3, 2013, so please be sure to confirm that Representative Holt is your congressman. To determine if you are a resident of the 12th District, go to the home page of the House of Representatives, www.house.gov. You will see a box that says, “Find Your Representative.” Insert your ZIP Code. If the district is split between two representatives, you will be prompted to fill in your full address.
2. **Letter of Interest:** The first step is to send a letter of interest to Representative Holt at his District Office at 50 Washington Road, West Windsor, NJ 08550 (sample included). This will open your file at Rep. Holt’s office.
3. **Application Form and Photograph:** An application form (included) must be completed in full. This form asks for a separate list of extra-curricular activities in resume format (sample included). Please attach a current photograph to the second page of your application. Formal candidacy is established in Representative Holt’s office upon receipt of the application and photograph. **It is not necessary for you to send all required information at once, and you should not wait to file your application if transcripts or test scores are not immediately available.**
4. **Recommendation Form:** A recommendation form (attached) must be completed by your school principal or guidance counselor and returned by that person to Representative Holt’s office. Please use the attached recommendation form. If necessary, additional sheets may be added.
5. **Additional Letters of Recommendation:** In addition to the recommendation form filled out by your principal or guidance counselor, you must submit **at least two** (and not more than eight) letters of recommendation from non-family members, addressed to Representative Holt. Service academies place strong emphasis on the academic areas of science, technology, engineering, and mathematics, as well as physical training, leadership potential, and extra-curricular activities. Therefore, recommendation letters should emphasize the candidate’s abilities in these areas.
6. **Essay:** Candidates are required to write an essay on their reasons for wanting to attend an academy. This should be typed on a separate piece of paper. The essay should be approximately 200 to 300 words; you may extend your essay, but please do not write more than 400 words. Please be sure to PROOFREAD your essay.
7. **Transcript:** An official transcript of your high school record must be submitted. The transcript must show your final junior grades and, preferably, a numerical class rank (if your school keeps track of this). If you apply before this information is available, it will be **your** responsibility to request your guidance counselor to send an up-to-date transcript and to keep your records current.
8. **College Board Scores:** The Service Academies require scores from the SAT or ACT for all potential nominees. You do not have to pay to have transcripts sent to Rep. Holt. Applicants may send copies of the electronic version of their test scores from their SAT/ACT accounts. Rep. Holt will accept scores from tests taken after October 1, provided you have included scores from an **earlier test** in your application. The application will not be considered complete on October 1 without test scores.

9. **Qualifying Medical Examination:** Each applicant must have a medical examination by the Department of Defense Medical Examination Review Board (DoDMERB). Each academy will schedule an appointment after receipt of the pre-candidate questionnaire, which is used to open a pre-admission file at the academy of your choice. There is no cost to the candidate for this examination.

TYPE OF NOMINATION: COMPETITIVE

Representative Holt will nominate candidates based largely on the recommendations of an Academy Selection Board composed of community leaders from central New Jersey, most of whom have military experience. The number of candidates nominated depends on the number of vacancies available at each academy for the 12th District in the year 2013. Representative Holt may nominate up to ten candidates to compete for each available vacancy, with the exception of the Merchant Marine Academy, for which a total of ten nominations may be made annually. Those candidates selected for nomination will then be evaluated by the respective academies, which make the final appointments.

NOTE: There are no congressional nominations to the U.S. Coast Guard Academy; therefore Representative Holt does not participate in that academy's admissions process.

BASIS FOR SELECTION

Selections are made competitively on the basis of a composite of academic factors (60%) and leadership potential, extra-curricular activities, physical fitness and recommendations (40%). The following factors are given particular consideration:

1. **Academic:** School records, class rank, grade-point-average and SAT or ACT scores are required. The higher a candidate's scores and class standing, the greater his or her chances for nomination will be, assuming the candidate is qualified in the remaining areas of consideration. All service academies emphasize the areas of science, technology, engineering, and mathematics.
2. **Activities:** Extra-curricular activities, physical fitness, and participation in sports are taken into account.
3. **Motivation.** One of the most important considerations in the selection of nominees is motivation; that is, the candidate's desire to attend a service academy. Such an aspect of character is, of course, difficult to measure but can be judged partially through recommendations, the interview process, and the candidate's diligence in completing his or her file.

SELECTION PROCESS

In November 2013, each applicant will have an in-person 10-minute interview with members of the Academy Board, who will report back to Representative Holt. The interview is among the most important factors Representative Holt takes into account when deciding whom to nominate. All interviews will take place on the same day, a Saturday (tentatively scheduled for November 16, 2013). PLEASE SAVE THE DATE. Rep. Holt will make his nominations by the last week in December 2013. The academies make the final decision on whether or not a candidate receives an offer. Final decisions for the class of 2018 will be made and announced in May 2014.

Websites for Preliminary Application to United States Service Academies

Academy	Admissions Website
U.S. Military Academy	http://admissions.usma.edu
U.S. Naval Academy	http://www.usna.edu/admissions
U.S. Air Force Academy	http://www.academyadmissions.com
U.S. Merchant Marine Academy	http://www.usmma.edu/admissions
U.S. Coast Guard Academy**	http://admissions.uscga.edu

**The United States Coast Guard Academy does not require congressional nominations.

Other Sources of Military Service Academy Nominations

Contact the individual Academies to be considered for
Presidential, Service Secretary, and Service Academy Superintendent Nominations.

Nominating Authority	Type and Number
President	Children of members of the armed forces who have eight years of active or reserve duty service, retirement status, or who are deceased with one of those statuses. Up to 100. The President is also authorized to appoint an unlimited number of children whose parents have been awarded the Medal of Honor.
Vice President	At large, 5.
Service Secretary (of each branch)	Enlisted members of the regular service of the branch led by the Secretary. Up to 85. Enlisted members of the reserve components of the branch led by the Secretary. Up to 85. Twenty honor graduates of schools designated as honor schools by any military branch, and from members of the Secretary's service Reserve Officer Training Corps (ROTC). One hundred-fifty qualified alternates who received ranked congressional nominations but were not appointed.
Superintendent (of each Service Academy)	At large, 50.

Note: There are many unofficial online communities that can be valuable sources of information and communication during the application process. One such site is www.serviceacademyforums.com. It is listed here for informational purposes only and is not associated with Representative Rush Holt or with any governmental organization. The accuracy of the information must be confirmed by the service academies, not by the Representative.

Applicant Checklist
(For your convenience. Does not have to be submitted)

Name _____

Entering year _____ **Class** _____

First Choice _____ **Second Choice** _____

☐ **Letter of Interest**

☐ **Application Form**

☐ **Resume**

☐ **Essay**

☐ **Other Nomination Sources Form**

☐ **Photo**

☐ **Signed Certification Form**

☐ **Counselor/Principal Recommendation**

☐ **Recommendation 1**

☐ **Recommendation 3**

☐ **Recommendation 2**

☐ **Recommendation 4**

☐ **Transcript**

☐ **SAT**

☐ **ACT**